

Mr. John Doe  
1000 First Street  
Washington, D. C.

Dear Mr. Doe:

As you bring to a close 15 years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

This Agency relies upon the conscientious, devoted, and oft-times anonymous efforts of many people who carry on its work. Each individual must succeed in his job if the Agency is to fulfill its purpose. You have done this and have earned the right to feel a deep sense of pride in your record of service. Your own contribution will be further enhanced in future years through the wise counsel and the example you have given to young people just beginning their careers.

On behalf of Mr. Dulles and myself, may I express to you our appreciation and extend to you warmest wishes in the years ahead.

Sincerely,

G. P. Cabell  
General, USAF  
Deputy Director